

School Transportation

Transportation Vehicle Annual Data Report (EFT-24 form) (A District Submittal)

Instructions With FAQs – Update 08/17/16

When is NEO Transportation training available?

Classroom training is provided each year at the annual State School Transportation Conference. It typically occurs during the **3rd week in July** at the Sugarloaf Conference Center, Carrabassett Valley, Maine. Watch for an announcement during the summer that will be posted in the Maine DOE News. *All school Transportation Directors must attend NEO Transportation training.*

What is the Transportation Vehicle Annual Data Report (EFT-24)?

The Vehicle Annual Data Report (EFT-24) is one of 6 steps (request a bus, receive approval, report the bus purchase, report a bus approval cancellation, submit the safety and training annual data report, and submit the vehicle annual data report) required to participate in the Maine School Bus Purchase Program. The Vehicle Annual Data Report is an annual year-end transportation report submitted by public school districts and schools that receive state funds. The report catalogues each district vehicle (school bus, van, truck, etc.). The report provides data on the vehicle inventory, annual mileage, number of students transported per year and transportation software used by districts.

When is the Transportation Vehicle Annual Data Report (EFT-24) due?

Each year the Vehicle Annual Data Report opens **July 1** and closes **October 15**. This annual report provides data for the fiscal year (FY) that closed on June 30.

Note 1: all annual year-end school transportation reports (EFT-21, EFT-24, and EFM-43) are now due on the same date, October 15.

Where do I log into the Maine DOE NEO Data System?

The website link is: <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

Where is the Transportation Vehicle Annual Data Report (EFT-24) located?

The Vehicle Annual Data Report (EFT-24) is located in the NEO Transportation system under the “**Annual Data**” tab. Select “**Vehicle Annual Data**.”

How is the report completed?

There are 2 basic steps to complete and submit a Transportation Vehicle Annual Data Report (EFT-24):

- Stage 1 – Inventory – Complete and clean up your **Vehicle Inventory** data – **do this first!**
- Stage 2 – Report – Complete the Vehicle Annual Data Report (EFT-24) after your vehicle inventory data is accurate and complete – **do this second**

Stage 1 – Check your Vehicle Inventory data. Open your “**Vehicle Inventory**” tab. Select “**Vehicle Inventory**” from the drop down list. There are four (4) options to complete and clean up your vehicle inventory data:

- Option 1 – VIN – check VINs carefully to be sure each digit is entered correctly
- Option 2 – Edit – answer all questions on the “**Edit**” screen for each bus. Select the “Edit” screen for each VIN from the Navigation column Select Link drop down list. Some questions will not have a cell to answer questions. That is OK. This data is expected to populate in the future.
- Option 3 – Add vehicles that are missing in your inventory. When adding a vehicle to your inventory the vehicle will be a new **approved** vehicle (see the EFT-20 FAQs), a new vehicle (not approved by the state) (see the EFT-20 FAQs), OR a used vehicle or a vehicle transferred from another district (see the Transfer FAQs).

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- Option 4 – Dispose – this may or may not apply to each bus. If so, **do this AFTER completing the Annual Vehicle Inventory Report (EFT-24)** (Stage 2 above) and after the vehicle has been disposed. Do not dispose the bus before your district ownership ends. You will need these two (2) pieces of information to complete disposal: 1) “Ending Odometer” (on date the vehicle was disposed) and 2) “Disposition Date” (date the vehicle was disposed, sold, etc.). There are six (6) “Disposition Types:”
 - Sold – Private Sale
 - Sold to SAU
 - Scrapped
 - Parts
 - Transfer to SAU
 - Vendor Contract Ended

Stage 2 – Complete the Vehicle Annual Data Report after confirming that the vehicle data in your “Vehicle Inventory” is complete and accurate. From the dark blue tab area, hover over the “Annual Data” tab and click on “Vehicle Annual Data” (this is the EFT-24 report). For each vehicle listed click on “Annual Data Details” under the “Navigation” column. Provide answers for each data cell under section “2.0 Vehicle Annual Data.” Select the “Submit” button.

Note 1: the “FY Starting Odometer Reading” (closing mileage from June 30 of the prior fiscal year) will populate in the data cell after you answer the yes/no questions in the cells for “Accidents” and “Odometer replaced Since Last Year.”

Note 2: you must provide an answer for each cell in block “2.0 Vehicle Annual Data.”

How do I certify my report before it is submitted?

We recommend that the superintendent review the “**Vehicle Annual Data**” entries with the transportation director. In the future, a section in NEO will be added for the superintendent to certify this report before it is finalized and submitted. At this time there is no certification required.

How do I confirm that the report was submitted?

Districts can confirm submittal of their Vehicle Annual Data Report by selecting the “**Annual Data**” tab, clicking on “**Vehicle Annual Data**,” and selecting the fiscal year of the report. If a date is populated in the “**Date Completed**” column for each bus then the report has been submitted.

Who has access to the report?

The district superintendent, business manager and transportation director have access to this report.

Where are instructions located?

Instructions for each school transportation report are located on the Maine DOE Reporting Calendar: <http://www.maine.gov/doe/reporting/calendar.shtml>

When was NEO Transportation launched?

NEO Transportation launched November 1, 2013. Updates and refinements are implemented as needed.

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Who do I contact for assistance?

Contact the Maine DOE help desk at medms.helpdesk@maine.gov for your password or technical issues associated with access to NEO Transportation.

Contact Pat Hinckley at pat.hinckley@maine.gov about transportation policy.

Contact your district IT department and the Maine DOE help desk (at medms.helpdesk@maine.gov) if you have technical difficulty logging into the NEO system.

What Maine statute and rule govern the School Bus Purchase Program?

The statute is Title 20-A, sections 5401 and 5402. The rule is 05-071 chapter 81. See the Maine DOE School Transportation website: <http://www.maine.gov/doe/transportation/laws/index.html>

What is the website link to the Maine DOE School Transportation page?

<http://www.maine.gov/doe/transportation/>